
PC Basics with Windows

National Competency Standard (BSB07):
BSBITU101A Operate a personal computer



Objectives

Upon completion of this course, attendees will be able to perform basic PC management, data entry and printing tasks.

Pre-Requisites

This course is suitable for the novice. There are no pre-requisite skills.

Duration

One day.

Course Outcomes

1. Understand the functions of computer components, connect these components together and start the computer.
2. Use the keyboard and mouse to enter simple commands to the computer.
3. Use Microsoft Windows to run programs and manage files.
4. Use the Windows control panel.
5. Perform basic troubleshooting.
6. Use the Windows accessories.

Optional Assessment

This is a nationally recognised training program. Participants who successfully complete the optional assessment component of this course will receive a Statement of Attainment for the unit of competency outlined above (additional fee applies). Participants who choose not to be assessed will receive a Certificate of Attendance. The case study assignment is completed in the participant's own time.

Course Content

Course Overview

- Objectives
- Software Versions
- Methodology Used in the Exercises

Getting Started

- Turning On the Computer
- Logging in
- Basic Mouse Skills
- Logging off
- Rebooting
- Shutting down
- Basic Keyboard Skills

Programs

- Windows – the Operating System
- Application Programs
- Start Menu
- Access Applications via the Programs Command

- Minimize, Restore, Maximize and Close Commands
- Resizing Arrows
- Switching Between Windows using the Task Bar

Menus and Toolbars

- Menus
- Toolbars

Dialog Controls

- Window Tabs
- Radio or Option Buttons
- Check Box
- Text Box
- List Box
- Drop Down Box (Combo Box)
- Spinner Control
- Scroll Bars

Files and Folders

- Files, Folders and Drives

Personal Settings

- Mouse
- Customise the Desktop
- Desktop Themes
- Desktop Background
- Desktop Screen Savers

Troubleshooting

- Application Crashes
- Application Freezes
- System Freezes
- System Crashes

Accessories and Games

- Calculator
- Paint
- Solitaire

On-line Help